

REGULAR MEETING OF THE MILTON TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

Thursday, February 5, at 7:00 p.m.
Held at DuPage Historical Museum
102 E Wesley St., Wheaton, IL 60187

The meeting of the Milton Township Community Mental Health Board was called to order by Shannon Hartnett, President of the Milton Township Mental Health Board at 7:10 p.m., Thursday, February 5, at DuPage Historical Museum, 102 E. Wesley St. Wheaton, IL 60187.

Members present

Shannon Hartnett (President)
Christine Evans (Secretary)
Rita Brosnan – Member
Abby McCarthy – Member
Linda Richman – Member
Jacqueline McGrath – Member
Christine Platt – Member

Members not present

None

Public Comment-None

Approval of Minutes

November 25, 2025 meeting - Motion to approve the minutes by Member Brosnan and seconded by Member McCarthy. All were in favor. Motion passed.

Old Business

Board Member Vacancy

Leah Harding has been sworn in as our newest Board Member and will be in attendance at the March Board Meeting.

Library Social Worker Intern Pilot Program

Wheaton Library will not complete contract and has decided to not proceed with a social work intern at this time. Board Member Richman will reach out to Glen Ellyn Library to see if they'd be willing to utilize 2 social workers and the funding will be distributed to them instead of Wheaton Library. If they agree to 2 social workers their contract will need to be amended and resigned.

Action Items

Motion by Member Brosnan 1st, Member Evans 2nd to discuss financials. Contingency category on financials relates to bank fees. Financials Approved

Discuss Fund Balance Policy

Member McGrath moves to approve fund balance policy of 25% of 3 months of operating expenses and 20% of funding awards. Member McCarthy 2nd the motion. Motion Passes

Capacity Builder Project

Member Evans moves to approve 2nd Funding Cycle. Member Brosnan 2nd the motion. Discussion regarding incorporating the Capacity Builder Project with 2026 grant funds. Decision for Board liaisons to communicate with organizations 1st to determine which ones would be interested in the Capacity Builder Project. Next step is to have Daniel, the specialty consultant to attend March Board Meeting to provide a presentation. Send email to organizations to gauge their interest. Member Platt can help with wording for such an email. Tabled until next meeting.

New Business

3 year strategic plan draft discussed. Want to add goal of increase public awareness of 708 Board function. Mailing of postcard to Milton residents with a QR code to 708 Board website. Want to add goal to evaluate staffing needs. Consider Public Relations efforts of staff to attend DuPage county events to educate about 708 Board mission and accomplishments. Attend rotary meetings, Lions Club presentation, booth at music community events. No specific approval timeline so tabled for approval at this time.

Draft Budget being worked on by Member Hartnett. If marketing postcard to be implemented in 2026 that would need to be added to the budget. Discussion about Grants Management Software expense and inquiry to follow if all of the area 708 Boards could go in together on software license to help reduce the cost for all.

Presidents report: Attended a meeting with Board Trustee McGrath of 708 Board Presidents & Township Supervisors. Discussed all 708 Boards being on same funding cycle & same grant software platform. Budget and metrics workshop for organizations that don't have a grant writer on staff.

Manager report: Working with Township Accountant to ensure all grantee 1st payments are being processed.

Correspondence: Mail was acquired from Milton Mailbox

Board Member Liaison Reports: None

President Hartnett requested a motion to adjourn the meeting. Member McCarthy motioned to adjourn. Member Richman seconded. All were in favor. The meeting adjourned at 8:25 pm.

Christine Evans_____

Printed name of CMHB Secretary

Signature

Date

